

## CATAWBA COUNTY NOTICE OF DISCIPLINARY ACTION

This notice of disciplinary action is being issued for the following reasons, in accordance with Section 28-162 of the Catawba County Code.

Employee Name	Position Number	Classification	Department	Time ____AM ____PM	Effective Date
Action: ____ Written Warning    ____ Demotion    ____ Disciplinary Suspension Without Pay    ____ Dismissal					

Cause for the above action: (Refer to Section 28-162 for disciplinary procedures)

\_\_\_\_ Performance of Duties and/ or \_\_\_\_ Gross Inefficient Performance and/or \_\_\_\_ Personal Conduct

- \_\_\_\_ Absent three consecutive work days without approval of supervisor.
- \_\_\_\_ Unauthorized absence.
- \_\_\_\_ Failure of supervisor to take disciplinary action on part of his/her subordinates.
- \_\_\_\_ Theft or misappropriation of any county property.
- \_\_\_\_ Habitual pattern of failure to report for duty at the assigned time and place.
- \_\_\_\_ Habitual improper use of sick leave privileges.
- \_\_\_\_ Inefficiency or incompetence in the performance of duties.
- \_\_\_\_ Misuse of public property.
- \_\_\_\_ Violation of safety procedures.
- \_\_\_\_ Willful disregard of County policies.
- \_\_\_\_ Negligence in the performance of duties.
- \_\_\_\_ Physical or mental incapability of performing duties.
- \_\_\_\_ Failure to maintain harmonious working relationships with the public and employees.
- \_\_\_\_ Failure to maintain a current license or certificate required by law as a condition of performing the job.
- \_\_\_\_ Conviction of a felony or misdemeanor.
- \_\_\_\_ Partaking of or under the influence of alcohol or drugs on county premises/positive drug screening.
- \_\_\_\_ Falsified job information to secure a position.
- \_\_\_\_ Insubordination.
- \_\_\_\_ Immoral or indecent conduct.
- \_\_\_\_ Acts during or outside of duty hours which are incompatible with public service.
- \_\_\_\_ Misuse or misappropriation of county funds or property.
- \_\_\_\_ Gross misconduct or conduct unbecoming a public officer or employee.
- \_\_\_\_ Willful damage or destruction of county property.
- \_\_\_\_ Willful acts that would endanger the lives or property of others.
- \_\_\_\_ Possession of unauthorized fire arms or lethal weapons on the job.
- \_\_\_\_ Betrayal of confidential information from official records.
- \_\_\_\_ Falsifying records, material; willful false statements, etc.
- \_\_\_\_ Acceptance of gifts in violation of Section 28-246 of Personnel Code.
- \_\_\_\_ Other \_\_\_\_\_

**Supporting documentation of the above disciplinary action required by Section 28-162 shall be attached to this form for inclusion in the employee's personnel file. Continued violations may result in further disciplinary action up to and including dismissal.**

**In accordance with Section 28-170 of the Catawba County Personnel Code, you have the right of appeal of this action if you are a permanent employee. If this action is appealed, you must follow the procedure outlined in Section 28-170 of the Catawba County Code.**

Employee Signature:	Date:
Supervisor Signature:	Date:
Department Head Signature:	Date: